



New Application for Organic Certification – WSDA Organic Program

Business Name: _____ **Cert No:** _____
Office use only

To meet your certification needs, submit your complete application at least 3 ½ months before harvesting, handling, or processing certified crops, products, or livestock.

The forms noted within this application can be found on our website: <https://agr.wa.gov/departments/organic/forms-and-applications>

Alternatively if you would like hard copies of any materials mailed to you, contact our office by phone at: (360) 902-1805 or by email at: organic@agr.wa.gov.

Contact Information

Contacts are people who might represent your business during the certification process. Contacts must be approved to discuss confidential business information regarding your organic certification.

Each business must have a single primary contact, this is the person to whom correspondence will be directed.

1. Who is the primary contact (the person to whom correspondence should be sent) for your business?

First name: _____ Last name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

2. How would you like to receive correspondence regarding organic certification? *(Choose only one)*

☐ By email ☐ In the physical mail

3. Who is the person overseeing organic production for your business?

☐ Same as the primary contact

First name: _____ Last name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

4. Who is the fiscal contact (the person to whom invoices should be sent) for your business?

☐ Same as the primary contact

First name: _____ Last name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

5. Complete a [Contact Information](#) form for any additional contacts who are approved to discuss confidential business information regarding your organic certification.

6. Does your business have a website?

☐ Yes: _____



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☐ No

7. Does the primary contact or person overseeing organic production require a Spanish interpreter for the inspection?

☐ Yes ☐ No

Site and Crop Production Information

1. Will you be producing any organic or transitional crops? **Pasture is considered a crop**

☐ Yes ☐ No, skip to *Livestock Production Information*

2. Do you plan on producing any crops in both an organic and non-organic form?

☐ Yes ☐ No

2a. If yes, list any crops which will be produced in both an organic and non-organic form.

3. Complete a [Site Application](#) for each site where organic or transitional crops will be grown. *A site is a contiguous defined field, orchard, block, pasture, paddock, garden, circle, or other designated area where crops are grown. Sites must have consistent management practices (e.g., organic, transitional).*

4. Complete the [Crop Producer Organic System Plan](#)

Livestock Production Information

1. Will you be producing any organic livestock?

☐ Yes ☐ No, skip to *Location Information*

2. What types of organic livestock will you be producing?

☐ Cattle (Dairy)

☐ Chicken (Layers)

☐ Swine

☐ Cattle (Slaughter stock)

☐ Goats (Dairy)

☐ Other: (please specify)

☐ Chicken (Broilers)

☐ Goats (Slaughter stock)

3. Complete the [Livestock Producer Organic System Plan](#)

Processed or Handled Product Information

Processed products are single or multi-ingredient products which are cut, mixed, cooked, brewed, or otherwise processed by your business. **Handled products** are any crop or product you receive from another business and do not process.

1. Will you be processing organic products or handing crops or products produced by another operation?

Handled products do not include crops you produce which are not otherwise processed.

☐ Yes ☐ No, skip to *Location Information*

2. Do you plan on processing or handling both organic and non-organic crops and/or products?

☐ Yes, approximately _____% of products handled or processed will be organic

☐ No, all processed or handled crops or products will be organic



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3. Do you plan on processing or handling any crops or products in both an organic and non-organic form?
☐ Yes ☐ No
- 3a. If yes, list any crops or products which will be processed or handled in both an organic and non-organic form.

4. Will your company own the organic crops or products being processed or handled?
☐ Yes ☐ No ☐ Combination
- 4a. If yes or combination, at what point will you take ownership of the ingredients or products?

5. Complete a [Handler and Processor Organic System Plan](#)

Location Information

Facilities and locations are any areas, **other** than organic sites (fields), under your management that are used to produce, process, or handle an organic product. These areas need to be covered by your organic system plan and may be inspected.

1. Complete the information below for your primary facility or location (physical location).
Location name (if applicable): _____
Address (or location): _____
City: _____ State: _____ Zip code: _____
2. Identify the general types of activities occurring at this facility or location
- | | |
|---|---|
| General activities: | Handling and processing activities: |
| <input type="checkbox"/> Equipment storage | <input type="checkbox"/> Brokering or marketing of products |
| <input type="checkbox"/> Input material storage | <input type="checkbox"/> Multi-ingredient processing |
| <input type="checkbox"/> Record storage | <input type="checkbox"/> Packaging and/or labeling products |
| <input type="checkbox"/> Retail sales to public | <input type="checkbox"/> Pre-sizing or sorting products |
| Production activities: | <input type="checkbox"/> Single ingredient processing |
| <input type="checkbox"/> Milking parlors | <input type="checkbox"/> Slaughter of livestock |
| <input type="checkbox"/> Livestock barns or housing | <input type="checkbox"/> Storage of bulk/unpackaged products |
| <input type="checkbox"/> Propagation houses | <input type="checkbox"/> Storage of packaged products |
| | <input type="checkbox"/> Transloading, combining, or splitting bulk shipments |
3. Provide a description of the specific activities occurring at this location, or any additional comments or information.



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4. Complete a [Facility and Location](#) form for any other facilities or locations that will be used to produce, process, or handle and organic crop or product. *(Where records will be kept, Livestock housing; Input material storage; etc.)*

Custom Handling and Co-Processing

Businesses which custom handle or co-process organic products on behalf of your business must maintain their own organic certification and be disclosed in your organic system plan. Custom handling or co-processing activities include: transloading, storing unpackaged ingredients or products, slaughtering livestock, labeling and mixing, cooking, or otherwise processing ingredients or products which are **returned** to your operation for further processing or sale.

1. Does your operation work with another operation to custom handle or co-process your products? *Packing sheds for tree fruit production are **not** typically considered custom handlers or co-processors.*
- ☐ Yes, complete a [Custom Handling and Co-processing Information](#) form for each custom handler or co-processor you work with
- ☐ No

Market Overview

1. Select all marketing channels you plan to use to sell certified organic crops, products, or livestock
- ☐ **Direct to consumer** *(farmers markets; farm stands; U-pick or agri-tourism; community supported agriculture or buying clubs; online sales to end consumers)*
- ☐ **Direct to retail markets** *(supermarkets, restaurants, caterers, independently-operated grocery stores, food cooperatives)*
- ☐ **Institutions** *(schools, colleges/universities, hospitals, workplace cafeterias, prisons, food banks)*
- ☐ **Intermediate markets** *(distributors, food hubs, auction houses, wholesale and terminal markets)*
- ☐ **Services, products are not sold** *(custom processing or handling, storage, brokerage)*
2. Do you plan on importing or exporting crops, livestock, or products? *Consider items that you may source which were imported by non-certified marketers and distributors as well*
- ☐ Yes ☐ No
- 2a. If yes, which countries do you plan on **importing** organic crops, products, or livestock from?
- _____
- 2b. If yes, which countries do you plan on **exporting** organic crops, products, or livestock to?
- _____

Initial Certification

1. Do you have a copy of and have you reviewed the USDA organic regulations?
- ☐ Yes ☐ No
2. Have you previously applied for organic certification?
- ☐ Yes ☐ No
- 2a. If yes, which certification agency did you apply with? _____
- 2b. If yes, what was the date of the application? *(Month/Day/Year)* _____



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2c. If yes, what was the result of your application?

- ☐ I withdrew my application prior to certification.
- ☐ My application was denied because I did not meet the requirements.
 - i. Include a copy of the Notice of Denial with your application; and
 - ii. Details of how you have now resolved the issue(s) that led to the notice with your application
- ☐ I am currently certified
 - i. Include a copy of your most recent organic certificate;
 - ii. A copy of any unresolved Notices of Noncompliance, Notices of Proposed Suspension, or Notices of Proposed Revocation; and
 - iii. Details of how you have now resolved the issue(s) that led to the notice(s) with your application
- ☐ I was certified but voluntarily withdrew my certification
 - i. Include a copy of any unresolved Notices of Noncompliance; and
 - ii. Details of how you have now resolved the issue(s) that led to the notice(s) with your application
- ☐ I was certified but my certification was suspended or revoked
 - i. Include a copy of the Notice of Suspension or Revocation; and
 - ii. Details of how you have now resolved, or propose to resolve, the issue(s) that led to the notice with your application



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Business Information *(Check the appropriate box):*

☐ Individual (Sole Proprietorship)

☐ General Partnership

☐ Educational Institution / Public Institution /
Nonprofit

☐ Corporation

☐ Individual "doing business as"

☐ Limited Liability Company (LLC)

Refer to [WSDA Business Licensing Requirements Fact Sheet](#) for details about the requirements for business licenses.

Licensing Information:

Unified Business Identifier: _____
Washington State business only

State Business License: _____
Non-Washington State business only

A certified organic operation must:

1. Fully comply with all applicable organic production and handling regulations in accordance with Title 7 CFR Part 205 National Organic Program Rule and Washington State Chapter 16-157 WAC Organic Food Standards and Certification.
2. Establish, implement, and update annually an organic production or handling system plan that will be submitted to WSDA Organic Program (NOS 205.201).
3. Supply WSDA Organic Program with all information required to verify compliance with the National Organic Program Rule [NOS 205.201(a)(6)].
4. Permit on-site inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices by WSDA Organic Program. These inspections may be announced or unannounced at the discretion of WSDA Organic Program or as required by the Administrator of the National Organic Program [NOS 205.400(c)].
5. Maintain all records applicable to the organic operation for not less than five (5) years beyond their creation [NOS 205.103(b)(3)].
6. Allow authorized representatives of WSDA Organic Program, or the Secretary of Agriculture access to these records under normal business hours for review and copying to determine compliance with the National Organic Program Rule [NOS 205.103(c)].
7. Submit to WSDA Organic Program the applicable fees as described on the most current fee schedule [NOS 205.400(e)].
8. Immediately notify WSDA Organic Program about any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or part of an operation [NOS 205.400(f)(1)].
9. Immediately notify WSDA Organic Program of any change in our certified operation or portion of it that may affect its compliance with the National Organic Program Rule, including changes to managers, responsible parties, contact information and email address [NOS 205.400(f)(2)].

By printing your name below and submitting this form you attest you are an authorized representative of the company and have reviewed and understand the requirements for organic certification.

Print Name: _____ Date: _____



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Product Summary

1. Provide a list of the products you intend to market as certified organic for the coming year. Include products owned by your company as well as contracted or private label products that are custom handled, or labeled by your company. *Note the expected destination country for any product you anticipate exporting or being exported.*

☐ N/A, my business is a crop and/or livestock producer and does not process products or handle crops and/or products produced by another operation. ***Skip to Input Material List***

Organic product name	Destination country (or countries) <i>You do not need to list the United States</i>

2. Complete a new product application for each product.
- 2a. Complete a [New Processed Product Application](#) for any products that you are processing (cutting, freezing, mixing, baking, roasting, etc.)
- 2b. Complete a [New Handled Product Application](#) for any products that you are only marketing, packing, or storing



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Input Material List

Your input material list should be a complete list of all materials you plan to use in the coming year. List materials you intend to use below.

Complete input name	Company name as listed on input label or responsible for input registration	Intended purpose of the material (<i>fertilizer, sanitizer, etc.</i>)	How you ensure this material meets any restrictions or requirements (<i>soil tests are maintained to demonstrate deficiency, followed by a potable water rinse, etc.</i>)

Attach additional pages if needed, alternative records may be used provided they include all applicable information.



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New Application Fee

In order to apply for organic certification, you must submit a complete application **and** submit payment for your new application fee.

You are encouraged to submit your application packet and forms by email to organic@agr.wa.gov; **however your fee form and check must be sent hardcopy to:**

Washington State Dept. of Agriculture
Attn: Organic Program
PO Box 42591 (*US mail*)
1111 Washington St SE (*Private courier*)
Olympia, WA 98504-2560

1. Complete a [New Application Fee](#) form. Your fee form **must** be included with your payment and submitted hardcopy.
2. How will you be submitting your application packet and fee form/payment?
☐ I am sending my application forms and fee form/payment together hard copy
☐ I am sending both my application forms and fee form/payment hard copy, but under separate cover
☐ I am sending my application forms by email and my fee form/payment through the mail
 - 2a. If submitted separately, when was the fee form/payment sent: _____
 - 2b. If submitted separately, what was the check number: : _____